

Carlisle School Committee

Minutes

May 7, 2008

Corey Dining Room

7:00 PM

Present – School Committee: Nicole Burkel, Chair; Wendell Sykes, Vice Chair; Dale Ryder; Michael Fitzgerald, Chad Koski.

Present – School Administration: Marie Doyle, Superintendent; Heidi Zimmerman, Business Manager; Jim Halliday, Principal; Patrice Hurley, Principal; Karen Slack, Director of Student Support Services; Claire Wilcox, Assistant to the Superintendent.

Nicole Burkel called the meeting to order at 7:07 pm.

Public Comment Period

Ms. Burkel welcomed everyone to the meeting, and asked if any members of the public had comments. There were no comments.

Student Recognition

Ms. Doyle welcomed the members of the Chess Club who were present at the meeting. She congratulated the K-3 team for their 3rd place trophy in the Massachusetts state scholastic chess championship. She also recognized the K-6 team for their participation and 6th place finish. She then presented certificates to the K-3 team members Namita Chandra, Matthew Li, Steve Li, and Rholee Xu, and to the K-6 team members Robert Li, Lilliana Mottershead, Ryan West, and Changming Xu.

Review of minutes

Mr. Sykes made a motion to approve the minutes of the meeting of April 16, 2008. Ms. Ryder seconded the motion. All members voted in favor of approving the minutes.

Executive Session Minutes

Dale Ryder made a motion to approve the executive session minutes of October 5, 2007, January 2, 2008, January 16, 2008, January 26, 2008, February 6, 2008, March 5, 2008, March 19, 2008, March 26, 2008, and April 2, 2008. Wendell Sykes seconded the motion. All members voted in favor of approving the minutes.

Ms. Burkel shared an article from the Northwest section of the Globe with the committee. The article discussed the teaching of Chinese in area schools.

Communications/Correspondence

The following items were reviewed:

- Thank you letter to the Fine Arts Department for their SC presentation
- Letter to the DOE stating that Carlisle will not be participating in School Choice next year
- Letter from the DOE noting the approval of the Carlisle Technology Plan filed with the DOE
- Letter from the MA School Library Association regarding Sandy Kelly's participation in the MSLA School Library Day at the Statehouse
- Public hearing notice from an engineering company for a septic system upgrade on the property of an abuttor to the school
- Thank you letter to the CEF for the donation of \$50,000 for a mobile computer lab and electronic whiteboards
- Thank you letter to the kindergarten team for their kindergarten night presentations
- Email with corrected dates for the MASC/MASS joint conference in November

Superintendent's Report

Superintendent Marie Doyle reported on the following:

- CASE activities
- Upcoming trip to Washington
- CSA Meeting May 15th regarding the ELA curriculum review and the writing process
- Combined Technology, Strategic Planning, School Council, School Committee to discuss technology at CPS
- Invitation to attend the volunteer ice cream social
- Student Leadership summer meeting
- Other summer planning – camps, math professional development, summer curriculum work
- Coordinator budget meeting and CSA grants

Administrator Reports

Middle School principal Jim Halliday represented the Administrative Team and reported on the following:

- Wendell Sykes tour of the school and meeting with a student who's interested in attending MIT
- Third grade trip to Old South Meeting House
- Ms. Molvig's class play
- Rainforest play
- Middle School talent show
- Softball and baseball teams
- CSA book sale
- MCAS testing to begin next week
- Sixth grade outdoor education experience

Members'/Committee Reports

Mr. Fitzgerald reported on Regional School Committee activities. He stated that he had a chance to walk the new fields at the school and that they are wonderful. Most of the RSC activity recently has involved preparing for and attending town meetings in both towns and working on the budget. He further reported that the MSBA is using Chelmsford as an example of a good high school building project. The members of the committee had visited Chelmsford, and they felt that it was not a good design.

Ms. Burkel reported on an EDCO meeting she attended last week. The focus of the meeting was on technology.

She reviewed the status of the Littleford/Organizational Review process and wanted to make sure that all committees would be ready to meet on May 27th. She commented on remarks made by one of the candidates for the School Committee regarding the Littleford process.

Ms. Ryder reported on activities of the Highland Building Committee. The committee has given a list of questions to Ms. Doyle for her input. Ms. Ryder is hoping to have answers to her questions by next week. Mr. Fitzgerald stated that many of the questions have already been addressed by either the current or previous school committees. He further stated that the School Committee is on record in saying that the school has no further use for the building. Ms. Ryder responded that the committee does not want to demolish or move the building and is trying to determine what might be acceptable uses. Mr. Fitzgerald asked how it would be possible to come to agreement on the building when the Highland Committee and the School Committee have such differing views regarding the building. Ms. Ryder suggested that the Highland Building Committee should come to an upcoming School Committee meeting, along with the School Building Committee. Mr. Fitzgerald agreed that this would be a good idea. He does not think Ms. Doyle should answer a set of questions on which the School Committee has already taken a position. Mr. Koski stated that he thought the Highland Committee was charged with examining different possible uses for the school. Ms. Ryder stated that there should be clear guidelines for the meeting. Ms. Burkel asked what new information the current Highland Committee might have that would change the previous School Committee decision. Ms. Doyle stated that it's important that this

not interfere with the School Building project, which is on a fast track. Mr. Fitzgerald suggested that there should be a separate workshop for discussion of this issue. Ms. Burkel will contact the chair of the Highland Committee to arrange this.

Information/Discussion Items

- A. **World language curriculum presentation.** Members of the World Language Department discussed the curriculum and demonstrated many of the ways the department integrates technology into their work. Andrea Steffek and Andrea Seddon showed websites they have developed for their students. The sites include assignments and practice exercises. Ms. Baker brought in a number of samples of student work. Ms. Huang presented a slide show in which she showed some web links she uses in class. She also briefly discussed her use of the electronic whiteboard in class.

Mr. Fitzgerald asked about the continuation of students in the same language in high school. Most students stay in the same language, although others move to Latin or another language. He also expressed a concern about the amount of time kids are spending on the computer.

Ms. Ryder stated a concern with the fact that elementary language meets only once a week.

- B. **Facility use fee discussion continued from April 2nd meeting.** Based on meetings between Ms. Zimmerman, Mr. Flannery, Ms. Burkel, and Holly Hamilton of the Recreation Commission, it was decided to table the new fee schedule and review the fees next year. This will give the Ms. Hamilton, who is new, time to analyze recreation fees and costs and gather more data.
- C. **Superintendent's goals.** Ms. Doyle reviewed the four goals as updated in the document sent to School Committee members in the meeting packet. She went through each goal and discussed how she had met or was in the process of meeting each. One of the goals had been previously approved and the committee agreed that she had met the other three goals. The goals were: oversee budget development for fy 09; oversee the Business Office during Ms. Zimmerman's maternity leave; Oversee the math and ELA curriculum reviews; work with the School Building Committee on the Spalding project.
- D. **Superintendent's evaluation.** Ms. Burkel described the process of preparing the superintendent's evaluation. She gathered input from each member of the committee and then prepared a public document. She thanked members for the work they did on the review. The superintendent is rated in nine categories. Ms. Burkel distributed the evaluation she had compiled from member input, in which she discussed each of the nine criteria.

She then went through each category and summarized what she had written. The categories included the following:

- Relationship with School Committee
- Relationship with students
- Educational leadership
- General management
- Budget management
- Personnel management
- Communications and public relations
- Personal qualities and characteristics

Ms. Ryder stated that she is not comfortable with the process, and that she wanted to go on record as stating that she did not agree with a number of the comments made in the formal evaluation. She stated that the evaluation does not represent individual members' comments. Ms. Burkel explained that she had not tried to represent individual members, but had done a summary for the entire committee. Mr. Koski stated that he would like to have more than 3 rating levels and suggested expanding the levels.

- E. **Student fees.** The student fee discussion was continued from the April 2nd meeting. A spreadsheet was distributed, which included additional information and a new format. Ms. Zimmerman reviewed the information in the spreadsheet. She discussed in detail how she had arrived at the fees in each area. The athletic program will run a deficit this year, and Mr. Fitzgerald asked how this would be covered. Ms. Zimmerman stated that this would be covered through the operating budget.

Mr. Fitzgerald asked about the fairness of charging the same amount for cross-country as for the other sports. The cross-country revenue subsidizes the other sports. Mr. Koski noted that there are no cuts in the cross-country program, which is one reason there is so much revenue from that program.

Members questioned some of the proposed fees and discussed particularly the athletic fees in more detail and whether it might be best to raise the fees to cover the deficit. A suggestion was made to increase the JV fee by \$10.

Members discussed the bus fee, and whether it should be raised based on the probability of very high fuel costs.

Mr. Fitzgerald raised the issue of a family cap and asked whether there has been any increase in scholarship requests. Ms. Zimmerman stated that she has not seen this, but that some families have asked for payment plans. Mr. Fitzgerald stated that he does not want to see a system in which participation in activities is based on family income. Ms. Zimmerman stated that she would do some research on this.

F. **Review Allergy Policy.** The allergy policy will be reviewed at the May 19th meeting.

G. **Review Homework Policy.** The allergy policy will be reviewed at the May 19th meeting.

Action Items

A. Vote Faculty Children to attend CPS next year

Mr. Fitzgerald made a motion to approve the acceptance of Lynne Carmel's daughter for Kindergarten at CPS next year. Ms. Ryder seconded the motion and all members voted in favor.

B. Vote Facility Use Fees

This item was not voted. The current fees will remain in place and will be reviewed next year.

C. Vote Student Fees

Mr. Fitzgerald made a motion to approve the following student fees for next year:

- **Seventh and eighth grade bus fee of \$395**
- **Varsity sports fee of \$185**
- **Junior varsity sports fee of \$100**
- **B level sports fee of \$65**
- **Intramural sports fee of \$55**
- **Band and chorus evening rehearsal fee of \$45**
- **Kindergarten fee of \$760**
- **Pre-school fee of \$4750**

Mr. Koski seconded the motion and all members voted in favor.

D. Vote Superintendent's Goals

Mr. Sykes made a motion to approve the four superintendent stretch goals. Mr. Koski seconded the motion and all members voted in favor.

Citizens' Comments

Alex Krapf stated that he agreed that we are building a two-tiered structure for after school activities. He further stated that we are circumventing proposition 2 ½ by imposing fees. He also stated that he feels the cost of technology should be reduced

and that we should not continue to fund technology at a high level, but rather use the funds to support some of the fee-based activities and eliminate the fees.

Cynthia Sorn asked for clarification regarding the transition meeting to be held on May 19th. Ms. Burkel and Mr. Fitzgerald explained the reasoning behind the meeting. The new members will be seated and subcommittees determined at the meeting.

Adjournment

There was no additional business, and **Mr. Fitzgerald made a motion to adjourn the meeting and enter executive session for the purpose of discussing the character of an individual and a contract issue. The meeting will not return to public session. Ms. Ryder seconded the motion, and all members present voted in favor as follows: Mr. Fitzgerald, yes; Ms. Ryder, yes; Mr. Sykes, yes; Ms. Burkel, yes.**

The public meeting was adjourned at 10:20 pm.

Respectfully submitted,

Claire M. Wilcox
Assistant to the Superintendent